

**Board of Selectmen  
September 23, 2013**

**Present:** Kenneth S. Paul, Chairperson; Richard C. Edwards (joined the session in progress); Connie M. Twombly; Teresa A. Williams, Town Administration; and Toni Bodah, Secretary.

Also present were Ed Comeau (videotaping) and Jim Miller (videotaping).

Mr. Paul called the posted session to order at 3:20 p.m. and led those present in the Pledge of Allegiance.

The Board continued review of the Town's Personnel Policy. Ms. Williams had drafted a message to be included on page 2, with which the Board agreed.

**Page 17 – Earned Time, Paragraph 2**

The policy indicates that approval is required for use of earned time. It was clarified that use for vacation requires approval; however, use for sick time does not.

**Holidays**

Ms. Williams advised that Police, Fire and, upon occasion, Transfer Station employees actually work the holidays (if scheduled) and are paid for holidays in a separate check twice per year. Currently employees are paid for half their holidays in June, with the remaining holidays being paid in December. Ms. Williams suggests that issuing holiday pay in July and December would be more accurate.

A discussion followed regarding holidays that fall on Saturday or Sunday. Mr. Paul believes that in most communities the Board of Selectmen sets the holiday schedule for the upcoming year each December. Ms. Williams will draft such language.

No change was made to the 2 listed furlough days. It was noted that there have been comments from the public with respect to the Transfer Station being closed the day after Thanksgiving. No change was made, and the anticipated closure should be posted well in advance.

**Page 17 – Earned Sick Time**

Ms. Williams has changed "accrued sick time" to "banked sick time." She reviewed for the benefit of Mr. Edwards how banked sick time came to be. Employees may no longer bank unused sick time. However, they can roll over 48 hours of earned time to the next year. Ms. Williams has added language to require employees to utilize 40 hours of earned time prior to utilizing banked sick time. May employees donate either earned time or banked sick time to another employee in need? Yes, with the approval of the Town Administrator.

**Page 17/18 – Extended Sick Time**

Employees with banked sick time must use 40 hours of earned time prior to using banked sick time, then be covered under extended sick time, even if they have more than 40 hours of earned time available. The tables for qualifying for extended sick time will be listed in hours rather than days. Use of extended sick time will be restricted to one time per year.

The table of coverage for employees without banked sick time is limited to full-time employees. Again, in the table, days will be converted to hours.

**Page 20 – Insurance**

The new health care reform regulations will require that the probationary period for insurance be reduced from 3 months to 60 days.

**Page 20 – Overtime**

Ms. Williams will include the policy change for Police Department overtime discussed on September 16.

**Page 20 – Compensatory Time**

Although Ms. Williams did not suggest a change in this section, she had been asked how many hours a salaried employee should be expected to work. This may relate more to the Department of Labor description rather than an item for the personnel policy. After discussion it was agreed Ms. Williams will draft language to indicate that a salaried employee is expected to work at least 80 hours over a 2-week pay period. If fewer hours are worked, earned time should be used.

**Page 21 – Fire/EMS Pay Policy**

The policy includes a description for “day shift worker;” however, we do not have any day shift workers. Our 4 full-time employees are rotating shift workers. Ms. Williams will discuss with Chief Nason and may remove this language.

**Page 22 – Overtime #4**

The policy indicates that 5 hours of required monthly training and meetings will be paid at straight time rather than overtime to full-time Fire/EMS personnel. Ms. Williams is checking with LGC to see if this is appropriate. Given the 4 days on/4 days off schedule, it may be that overtime would only be paid if training occurred during a week that the employee’s hours worked exceeded 42.

**Page 22 – Holidays**

Again, the suggestion is to pay for holidays during the last pay period of July (instead of in June). Since these employees work 12-hour days, should they be paid for 12 hours of holiday pay? The Board said, “Yes.” Ms. Williams indicated the policy should also state that the employee will only be paid for those holidays for which he/she was employed by the Town.

**Page 23 – Adoption**

All information relative to adoption of this policy will be located at the end of the policy.

**Page 23 – Longevity**

This policy will likely be discussed during the upcoming budget discussions.

**Page 23 – Unpaid Leave**

This section will be relocated to follow “Earned Time.”

**Page 24 – Part VIII – Family and Medical Leave**

It was noted that this section should probably refer to Department of Labor laws for additional information. Some language may be duplicative of DOL regulations. Ms. Williams will review and, possibly, reduce this section.

**Page 25 – Job Restoration**

This section needs to include stronger language, while still conforming to DOL regulations.

**Page 28 – Email Retention**

Brief discussion occurred regarding the 60-day limit for retention of emails.

**Page 30 – Employee Resignation Notification**

More than a 2-week notice may be desired in the event of a resignation of a department head. Language will be included to indicate that the Board of Selectmen may decide to establish the effective date of any resignation as earlier than offered by the employee.

Ms. Williams will incorporate all revisions into the policy for final review. She noted that a representative from E911 will attend the September 25 meeting and suggested the Board review the information to be reviewed, which it proceeded to do.

There being no further business, the meeting adjourned at 4:35 p.m.

Respectfully submitted,  
Toni Bodah, Secretary

Approval of Minutes:

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Kenneth S. Paul, Chairperson

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Richard C. Edwards

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Connie M. Twombly